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IN THE CLAIMS:

This listing of claims will replace all prior versions, and listings, of claims in the application:

1. (Currently Amended) A method for managing documents in a computer implemented document management system, comprising the steps of:

creating a document profile that includes fields of attributes of a document for each of the documents;

requiring selection of a predefined document template from a set of predefined document templates for the document during creation of the document profile, the document template defining the format of the document and a software application to use for generation of the document;

generating a unique identifier for each of the documents, the unique identifier including at least a first portion including information descriptive of an attribute of the document and at least a second portion including an automatically generated number, the unique identifier being visible to users of the document management system and providing information about the corresponding document to the users so that each of the documents can be identified from the corresponding unique identifier among a group including unique identifiers corresponding to other documents; and

storing the document profile for each of the documents.

2. (Original) The method of Claim 1 wherein the first portion is descriptive of the author of the document.

3. (Original) The method of Claim 1 wherein the second portion is a sequentially generated number unique for the first portion.

4. (Original) The method of Claim 2 wherein the second portion is a sequentially generated number unique for the first portion.

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5. (Original) The method of Claim 2 wherein the unique identifier is generated before the document content is entered.

6. (Currently Amended) The method of Claim 7 wherein the file type is a word processing document, a spreadsheet document, a database record, an email record or a URL link ~~1 further including the step of requiring selection of a predefined document template from a set of predefined document templates for the document during creation of the document profile, the document template defining the format of the document and a software application to use for generation of the document.~~

7. (Previously presented) The method of Claim 1 further including the step of creating a link in the document profile to a file type that is not created within the document management system.

8. (Previously Presented) The method of Claim 1 further including the step of creating an email message via a messaging system external to the document management system including a link to the document profile using a selector within the document management system so that a recipient of the message can access the document associated with the document profile if the recipient has appropriate authorization to access the document associated with the document profile.

9. (Previously Presented) The method of Claim 1 further including the step of creating an email message via a messaging system external to the document management system including a copy of the document using a selector within the document management system so that a recipient of the message can access the copy of the document.

10. (Previously Presented) The method of Claim 1 further including the step of defining user access permission in the document profile, wherein the step of defining user access permission includes the step acquiring the identity of the user from a source external to the document management system.

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11. (Previously Presented) A method for managing documents, comprising the steps of:

creating a document profile that includes fields of attributes of the document;

requiring selection of a predefined document template from a set of predefined document templates for the document during creation of the document profile, the document template defining the format of the document and a software application to use for generation of the document; and

storing the profile for a document before any information is entered into a content of the document.

12. (Currently Amended) [[A]] The method for managing documents in a computer implemented document management system, of claim 11 further comprising the [[steps]] step of:

~~creating a document profile that is associated with a document and includes fields of attributes of the document; and~~

creating a link in the document profile to a file type that is not created within the document management system.

13. (Original) The method of Claim 12 wherein the file type is a word processing document, a spreadsheet document, a database record or a URL link.

14. (Original) The method of Claim 12 wherein the file type is an email record.

15. (Currently Amended) [[A]] The method for managing documents in a computer implemented document management system, of claim 11 further comprising the [[steps]] step of:

~~creating a document profile that includes fields of attributes of the document~~

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~~storing the document profile; and~~

creating an email message via a messaging system external to the document management system comprising a link to the document profile using a selector within the document management system so that a recipient of the message can access the document associated with the document profile.

16. (Canceled).

17. (Currently Amended) ~~[[A]] The method for managing documents in a computer implemented document management system, of claim 11 comprising the [[steps]] step of:~~

~~creating a document profile that includes fields of attributes of the document~~

~~storing the document profile; and~~

creating an email message via a messaging system external to the document management system including a copy of the document using a selector within the document management system so that a recipient of the message can access the copy of the document.

18. (Canceled).

19. (Previously Presented) The method of Claim 10 wherein the source of the identity of the user is an operating system security system or a database security system.

20. (Currently amended) A method for managing documents in a computer implemented document management system comprising the steps of:

for each document, creating a document profile that includes fields of attributes of an associated document content;

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requiring selection of a predefined document template from a set of predefined document templates for the document during creation of the document profile, the document template defining the format of the document and a software application to use for generation of the document;

storing the document profile in a database;

creating document content associated with the document profile;

exiting the document;

storing the document content external to the database in a file system of a first storage device;

defining in the document management system at least a second storage device to which the document content is to be automatically copied when stored in the first storage device;

automatically copying the document content from the first storage device to a second storage device.

21. (Currently Amended) A computer implemented document management system, the computer including a processing unit a storage device, the document management system comprising:

a module to create a document profile to be stored in a database in the storage device for a plurality of documents, the document profile including fields of attributes of an associated document, the document profile creation module including a module to require selection of a predefined document template from a set of predefined document templates for the document during creation of the document profile, the document template defining the format of the document;

a module to generate a unique identifier for each of the documents, the unique identifier comprising at least a first portion comprising information descriptive of an attribute of the associated document and at least a second portion comprising an number generated

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by the unique identifier generation module, the unique identifier being visible to users of the document management system and providing information about the associated document to the users so that each of the documents can be identified from the associated unique identifier among a group including unique identifiers associated with other documents.

22. (Previously Presented) The document management system of Claim 21 wherein the first portion of the unique identifier is descriptive of the author of the document and the second portion of the unique identifier is a sequentially generated number unique for the first portion the document profile creation module includes a module to require selection of a predefined document template from a set of predefined document templates for the document during creation of the document profile, the document template defining the format of the document.

23. (Original) The document management system of Claim 21 wherein the document profile creation module includes a module to link the document profile to a file type that is not created within the document management system.

24. (Previously presented) The document management system of Claim 21 further including a module to create an email message via a messaging system external to the document management system having a link to the document profile using a selector within the document management system so that a recipient of the message can access the document associated with the document profile.

25. (Previously presented) The document management system of Claim 21 further including a module to create an email message via a messaging system external to the document management system including a copy of the document using a selector within the document management system so that a recipient of the message can access the copy of the document.

26. (Original) The document management system of Claim 21 further including a module to define user access permission in the document profile by acquiring the identity of the user from a source external to the document management system.